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S-E-C-R-E-T

RC Memorandum No. 607
28 April 1961

TO : Chief Reports Officers
FROM : Chief, Reports Control
SUBJECT: Dissemimations to Special Assistant for National
Security Affairs

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1. The Special Assistant to the President for National Security Affairs, Mr. McGeorge Bundy, has requested that he be furnished, on a continuing basis, the more important Clandestine Services information reports. This dissemination will in no way affect the channel between [redacted] AD/CI and Brigadier General Clifton of the White House. This memorandum outlines the methods to be used for selection of the several forms of CS dissemination. It is obvious that increased attention should be given to the appearance of reports. Dissemination to Mr. Bundy will start Monday, 1 May 1961.

2. Telegram Dissemimations

a. TDs will be selected for Mr. Bundy by the Cable Secretary. In most instances the TDs selected for Mr. Bundy will be those selected for the Director.

b. Division reports officers preparing TDs from cables which have been sent to the Director will type "EXO/BUNDY" in the external distribution ladder on form 1K.

c. Division reports officers preparing TDs based on information which has not been made available to the Director are reminded to make a notation to that effect in the "Handling Instructions" box on form 1K-2. (See para. 38, page 9, RC Memorandum No. 582.)

3. Memorandum Dissemimations

a. A copy of each memorandum [redacted] will be sent to Mr. Bundy.

b. This distribution will be shown on the copy as follows:

"cc. Special Assistant to the President for
National Security Affairs"

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c. The envelope address for both SECRET and TOP SECRET memoranda is:

Mr. McGeorge Bundy
Special Assistant to the President for
National Security Affairs
Room 347A
Executive Office Building

4. Ordinary Format Reports

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a. Ordinary format reports for Mr. Bundy will be selected by SA/INT, [] from reports recommended for such dissemination by division reports officers. The reports recommended for this dissemination should be limited to those related to priority national intelligence objectives, those which provide significant information on major political, economic, scientific, or military matters, or those which result from an important new intelligence breakthrough. Whenever a [] is recommended for this dissemination a copy of the attachment will accompany the report.

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b. Division reports officers will indicate their recommendation by typing "INT/RC/EXO 2" in the "Totals" box at the bottom of form 1.

c. INT/RC will furnish the Director a copy of each of the reports sent to Mr. Bundy.

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Chief, Reports Control

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